

**BY ORDER OF THE COMMANDER  
56TH FIGHTER WING (AETC)**

**LUKE AIR FORCE BASE INSTRUCTION 90-401**

**31 JULY 2013**



***Special Management***

***DISTINGUISHED VISITORS***

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This instruction implements Air Force Instruction (AFI) 90-401, *Air Force Relations with Congress*. It establishes policy and procedures necessary to ensure that distinguished visitors (DVs) to Luke Air Force Base are provided a warm, gracious welcome and to ensure they are able to effectively and efficiently accomplish their primary purpose during their visit. DVs will receive every consideration pertaining to appropriate customs, courtesies and respect, and their requirements will be managed in a courteous and professional manner. **This publication does not apply to all Air Force, Air Force Reserve Command (AFRC) and to Air National Guard (ANG) Units.**

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

***SUMMARY OF CHANGES***

**This instruction has been revised in multiple locations throughout the document.** A review of the entire document is recommended. Major changes include updating paragraph sequences and organization. Additionally, the foreign visit request process was updated to reflect current procedures.

**1. Notification of DVs:** Distinguished Visitors (DVs) are defined as general officers and civilians of equivalent or higher rank (DV-1 through DV-6), and the Chief Master Sergeant of the Air Force. The 56th Fighter Wing (FW) Protocol Office (CCP) will be notified of all DVs by e-mail. Notifications must include: full name, go-by/call sign, rank, duty title, base of origin, arrival and departure information, mode of travel, purpose of visit, and office of primary responsibility including name, rank, and telephone number.

**1.1. Active Duty O-6s and Wing Command Chiefs:** The 56th FW Protocol Office will also be notified of visiting Active Duty O-6s and Wing Command Chiefs by e-mail. Notifications must include: full name, go-by/call sign, rank, duty title, base of origin, arrival and departure information, mode of travel, purpose of visit, and office of primary responsibility including name, rank, and telephone number.

**2. Office Calls:** Office calls will be arranged for DVs at the appropriate levels of the 56 FW command structure (CC/CV or GP/CC), unless there is specific guidance to the contrary. Office calls will be arranged through the appropriate secretaries (primary) or executive officers (alternate). 56 FW CC and 56 FW/CV office calls will be coordinated with the 56 FW secretary.

### **3. Responsibilities:**

**3.1. Commanders:** The Commander of the group or squadron that is hosting the DV will assign an officer of primary responsibility for the visit and provide name, rank and phone number to CCP within 24 hours of notification. **Note:** If the DV is TDY for the F-16 senior officer checkout (SOC), the course manager or squadron OPR will work closely with the protocol office to ensure lodging requirements are initiated.

**3.2. Officer of Primary Responsibility or Project Officer (PROJO) will:**

**3.2.1.** Will contact the protocol office to ensure all DV requirements are met.

**3.2.2.** Prepare a proposed (draft) itinerary. The draft itinerary will be coordinated by the appropriate commander prior to being routed through 56 FW/CCP for final approval by the 56 FW/CC no later than (NLT) ten duty days prior to the arrival date. The itinerary is provided to DVs as a concise guide for his/her stay and provides a schedule of events planned for his/her visit including: times, dates, places, briefing topics/briefers, tour locations and escorts, location greeters, UOD/dress requirements, and biographies of staff members the DV will meet. Specific instructions to support agencies will have to be coordinated and pre-approved prior to submitting the draft itinerary. The final itinerary will be submitted to the protocol office NLT three duty days prior to the arrival date. All changes to the final itinerary will be immediately coordinated with the protocol office to ensure 56 FW leadership is aware of "last minute" changes. An event brief will be provided to Protocol 48 hours prior to arrival.

**3.2.3.** Coordinate with base agencies involved. Provide agencies with dates and times of the visit.

**3.2.4.** Schedule conference room(s) with the appropriate agency.

**3.2.5.** Ensure the schedule allows enough time for meetings, office calls, meals, change of clothes, breaks, workouts, shopping visits, rest periods, and travel. **NOTE:** OPR should conduct a "dry run" prior to submitting the final itinerary.

3.2.6. Identify mode of travel, names of greeters, escorts, and attendees accompanying DVs to breakfast, lunch, dinner, and social/party that includes the 56 FW/CC or CV as host. Submit full names of individuals, their unit of assignment, and club card numbers with expiration date, of those attending social functions, to the protocol office NLT seven duty days prior to the event to ensure a smooth and efficient payment upon departure.

3.2.7. Escort the DV from arrival location to quarters and from quarters to departure point, including all official events, as well as ensuring needs of the DVs are met during their stay.

3.2.8. Exceptions to the above requirements will only occur after coordination with Protocol.

3.3. 56th Fighter Wing Protocol Office will:

3.3.1. Maintain constant coordination with OPR/PROJO. Provide itinerary template and assist with coordination of activities, establishment of time tables, and finalization of the itinerary. Provide necessary templates applicable to DV visit.

3.3.2. Ensure HQ AETC DV notification is accomplished.

3.3.3. Ensure the senior greeter is available for appropriate greetings either at South Gate or at Base Ops Red Carpet area, appointments, briefings, conferences, and departures (South Gate or Red Carpet).

3.3.3.1. Publish and distribute a DV Greeting Officer Duty Roster to all Luke O-6 and O-6 selects, and secretaries.

3.3.4. Ensure escorts greet and depart the DVs arriving by commercial (South Gate) or military air (Base Ops Red Carpet area). NOTE: The escort for SOC training should be flying course manager or flying unit representative.

3.3.5. Coordinate lodging requirements.

3.3.5.1. Ensure a copy of the DV's itinerary is placed in the DV's room along with any amenities, a welcome note from the 56 FW/CC, and the Wing DV Bag.

3.3.6. Arrange a baggage detail for the DVs arriving/departing by military air (if required).

3.3.7. Arrange DV transportation, drivers, and/or U-drive it vehicles.

3.3.8. Make necessary arrangements for official entertainment once location is determined. Supervise preparation of guest lists and invitations, seating plans, place cards, menus, payment, etc.

3.3.8.1. Arrange photographic support of appropriate events and inform Public Affairs of the visit for news media coverage (if appropriate).

3.3.8.2. Coordinate with squadron personnel and multimedia for a photo of the DV receiving an orientation flight.

3.3.8.3. Ensure Honor Guard arrangement for formations (if appropriate) and other special events.

3.3.9. Ensure final itinerary is accurate, complete, and distributed to key personnel and staff agencies involved with the visit.

3.3.9.1. Immediately notify 56 FW/CC/CV and Group Commanders, DV(s), and agencies of “last minute” schedule changes to the final itinerary.

**4. Visits from Official Representatives of Foreign Governments, Students and Public Affairs Travelers.** All foreign military personnel or civilian government representative wishing to visit Luke AFB must have an approved FVR.

4.1. Foreign governments will submit requests under the DoD International Visit Program (IVP) for visits proposed by their representatives and when invited by an Air Force organization.

4.1.1. Foreign students who participate in security assistance training on Invitational Travel Orders (ITOs) are not required to submit a visit request to attend training.

4.1.2. Visit requests are not required for foreign nationals participating in public affairs travel.

4.2. Security Policy Automated Network (SPAN) will automatically assign visit responsibility to either SAF/IAPD or to a subordinate Foreign Disclosure Office (FDO).

4.3. The subordinate FDO will recommend approval or denial to the appropriate Group Commander before submitting the FVR to the Protocol Office who, in turn, will forward it to the Wing Commander or designate for final approval.

4.4. The Wing approved FVR is sent back to FDO who, in turn, will forward a copy to AETC/IAD, Local OSI agents, and unit point of contact.

4.5. AETC/IAD will notify the either Wing Protocol or subordinate FDO once the visit is approved by MAJCOM

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Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 90-401, *Air Force Relations with Congress*, 14 June 2012

AFMAN 33-363, *Management of Records*, 1 March 2008

*Consolidated DoD/Army/Air Force Precedence List*, 20 March 2010

***Adopted Form***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**AF**—Air Force

**AFI**—Air Force Instruction

**AFB**—Air Force Base

**AFMAN**—Air Force Manual

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**CC**—Commander

**CCP**—Protocol Office

**DOD**—Department of Defense

**DVs**—Distinguished Visitors

**FDO**—Foreign Disclosure Office

**FVR**—Foreign Visit Request

**FW**—Fighter Wing

**HQ**—Headquarters

**IVP**—International Visit Program

**MAJCOM**—Major Command

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**SPAN**—Security Policy Automated Network